



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Add additional users in the space provided below:

Instructions

· *Enter the full name, email address, and phone number for all individuals needing security access to E-Grants.*

Indicate whether the request is for a new account, a change to an existing account, or the closure of an existing account.

· *If the request is for a new account or a change to an existing account, indicate the level of access needed and the program(s) for which the access should be granted. (See definitions of security roles below.)*

· *Note: Only the official LEA Authorized Representative will be granted the AR security role.*

LEA E-Grants Application Roles

For Grant Applications

Application Data Entry

· This role can complete all application/amendments data entry and run the Consistency Check to ensure the application is ready for review and submission by the AR.

LEA E-Grants Financial Roles

For Cash Requests and Fiscal Close-Outs

Data Entry

· This role can enter the reimbursement requests and expenditure reports into E-Grants, but will not be able to submit these forms.

Business Manager

· This role includes application data entry as well as financial data entry and also allows entry and submission of reimbursement requests and expenditure reports to the OPI for review and approval.